CHAPTER 10-12. PLANNING DOCUMENTS

DIVISION 10-12-001. GENERAL PLAN

10-12-001-0001. GENERAL PLAN:

- A. PURPOSE. The purpose of the General Plan is to serve as a general guide for the City Council, the Planning and Zoning Commission, City staff, and the public regarding the physical development of the City. The General Plan is a policy guide, adopted pursuant to Resolution No. 1468 in accordance with the authority provided in ARS 9-461.05, that indicates how the City Council wants the community to develop in the foreseeable future based on currently available information.
- B. EFFECT OF ADOPTION. Upon the adoption of the General Plan in accordance with statutory provisions, all development within the jurisdiction of the General Plan shall be in accordance with the provisions of that Plan, unless the Plan is thereafter amended.
- C. ELEMENTS OF GENERAL PLAN. The General Plan shall consist of a statement of community goals and development policies and shall include a diagram or diagrams and text setting forth objectives, principles, standards, and plan proposals.
 - 1. The General Plan shall include at least the following elements:
 - a. A land use element.
 - b. A circulation element.
 - c. An open space element
 - d. A growth area element.
 - e. An environmental planning element.
 - f. A cost of development element.
 - g. A water resources element.
 - h. A conservation element.
 - i. A recreation element.
 - j. A public services and facilities element.
 - k. A public building element.
 - 1. A housing element.
 - m. A conservation, rehabilitation, and redevelopment element.
 - n. A safety element.
 - o. A bicycling element.

State Law Reference: General plans, A.R.S. § 9-461.05. (Amended by Laws 2000, 4th S.S., Ch. 1, § 1; Laws 2000, Ch. 301, § 1. (Ord. 2001-13, 7/17/01)

10-12-001-0002. MAJOR AND MINOR PLAN AMENDMENTS.

- A. MAJOR PLAN AMENDMENTS. Major amendments involve changes which have an impact on large areas of the Plan and/or can affect other issues or policies. These amendments alter the substance or intent of major Plan policies. Major Plan amendments require two (2) public hearings by the Planning and Zoning Commission and at least one (1) public hearing by the Council. All major amendments proposed for adoption to the General Plan by the Council must be presented at a single public hearing during the calendar year the proposal is made. The criteria for determining whether a proposed change, including an annexation, will be treated as a major plan amendment are as follows:
 - 1. Category 1: Any increase of intensity of residential land use classification of 80 acres or more;
 - 2. Category 2: A change from a residential land use classification to a non-residential land use classification of 40 acres or more;
 - 3. Category 3: Any change of non-residential land use classification of 20 acres or more;
 - 4. Category 4: Any change to or from parks, open space, and roadway plans shall utilize the minor amendment process, regardless of the above guidelines. (Ord. 2001-13, 7/17/01)
- B. MINOR PLAN AMENDMENTS. Minor amendments involve Plan changes of a localized nature, usually concerning relatively small land areas. They do not substantially alter the substance or intent of major Plan policies. Minor Plan amendments require only one (1) public hearing at the Planning and Zoning Commission. (Ord. 2001-13, 7/17/01)

10-12-001-0003. PLAN AMENDMENT PROCEDURES

- A. INITIATION OF PLAN AMENDMENTS; ADOPTION OF GENERAL PLAN.
 - 1. ANNUAL REVIEW. The City Council shall review the General Plan on an annual basis and may amend or replace Sections of the Plan in accordance with statutory provisions.
 - 2. AMENDMENTS. While it is anticipated that the annual review process should accommodate most of the need for changes in the General Plan, an amendment review process can occur between January 1 and August 15 of each year and may be in conjunction with proposed rezonings, redevelopment plans, area or specific plans, capital improvement projects, or other physical changes that do not conform with adopted plans. The same analysis and review process shall be followed for the amendment review as for the annual review. Requests for amendment may be made by one (1) or more of the following:
 - a. The City Council.
 - b. The Planning and Zoning Commission.
 - c. A property owner of the subject area proposed for amendment.
 - 3. PLAN AMENDMENT SUBMITTAL REQUIREMENTS. The Planning Director shall not schedule a Plan amendment before the Planning and Zoning Commission until necessary written materials and fees are received from the applicant pursuant to a complete application for Plan amendment. Required submittals shall include:
 - a. A description of the Section of the Plan for which the amendment is requested.
 - b. A narrative analysis by the applicant explaining why this amendment is necessary and how it is consistent with the overall goal(s) of the Plan.
 - c. Proposed new language and/or maps which incorporate this change.

10-12-001-0003

- d. Plan amendment fees in accordance with the Property Development Review Fee Schedule referenced in Section 10-10-004-0013. (See Schedule available as a separate document.) (Ord. 2002-15, 11-05-02)
- 4. THE NARRATIVE ANALYSIS required in Subsection A.3.b. above shall address, when applicable, the following areas of concern:
 - a. Alternate plan concepts for the subject area and environs, including concepts that would accommodate the proposed rezoning or development proposal and the cumulative impacts of recent and prospective rezonings.
 - b. Cumulative impacts on the stability of nearby and surrounding land uses of the proposed rezoning or development proposal and of other recent and prospective rezonings in the study area.
 - c. Projected cumulative changes in land use which may result from the proposed rezoning or development proposal and from other recent anticipated rezoning requests.
 - d. Cumulative impact of potential rezonings on the supply of land zoned in the category of the rezoning proposal.
 - e. Amounts of land in the proposed use categories needed to meet needs of subject area and environs and of the community.
 - f. Traffic impacts which may be generated by projected cumulative changes in land use and possible and recommended mitigating measures.
 - g. Cumulative impacts of projected changes in land use on existing or proposed public facilities and systems, and identification of needed adjustments in public facility plans, including the costs of projected public capital improvements associated with the change.
 - h. Cumulative impacts of projected changes in land use on the housing supply of the subject area and environs.
 - i. Cumulative impacts of projected changes in land use on the feasibility of implementing the various elements of the General Plan and on the achievement of the goals and objectives of the Plan. (Ord. 2001-13, 7/17/01)
- B. ADOPTION. The General Plan and any amendment to such plan shall be adopted or readopted in the following manner:
 - 1. At least 60 days before the General Plan or a portion, element or major amendment of a general plan is to be adopted, the Planning Division shall transmit the proposal to the City Council and submit a copy for review and further comment to:
 - a. The planning agency of Coconino County;
 - b. The regional planning agency within which the City is located;
 - c. The Arizona Department of Commerce or any other state agency that is subsequently designated as the general planning agency for the state;
 - d. Any person or entity that requests in writing to receive a review copy of the proposal.

10-12-001-0003

- 2. The Planning and Zoning Commission shall hold at least one public hearing before approving a General Plan or any amendment to such plan to provide an opportunity for official comment by public officials and agencies, the county, school districts, associations of governments, public land management agencies, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners and citizens generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the General Plan by publication of the notice of the time and place of a public hearing on the General Plan or any amendments at least once in a newspaper of general circulation published or circulated in the City at least 15 days but not more than 30 days before the public hearing. When the General Plan or any major amendment is being adopted, the Planning and Zoning Commission shall hold two (2) or more public hearings at different locations within the City to promote citizen participation.
 - (a) In order to ensure broad dissemination of proposals and alternatives, the Planning and Zoning Commission will provide information in the notice of hearing regarding the availability of the proposals and alternatives and will invite written comment on these matters.
 - (b) The Planning and Zoning Commission will also use communications programs and information services available to it to facilitate the dissemination of the proposals and alternatives and to foster open discussion regarding these matters.
 - (c) At the hearing(s) on the General Plan or any amendments, the Planning and Zoning Commission will consider public comments with regard to proposals and alternatives.
- 3. PUBLIC HEARING BY CITY COUNCIL; RESOLUTION; ADOPTION. Upon receipt of the recommendation of the Planning Commission, the City Council shall conduct at least one (1) public hearing. Notice of the time and place of the hearing shall be given in the manner provided for in Paragraph 2. above. The Council shall review the General Plan, the testimony presented at the public hearing, the recommendation of the Planning Director, and the recommendation of the Planning and Zoning Commission, and shall adopt or deny the proposed Plan or Plan amendment by resolution or send the proposed Plan or Plan amendment to the Planning Division for revision. Adoption or readoption of the General Plan or a major amendment to the General Plan shall be approved by affirmative vote of at least two-thirds of the members of the Council.
- 4. RATIFICATION. Each new General Plan shall be submitted to the voters for ratification at an election held pursuant to A.R.S. § 16-204. The Council shall include a general description of the Plan and its elements in the municipal election pamphlet and shall provide copies of the proposed General Plan to the public in at least two locations that are easily accessible to the public, which may include posting on a site on a worldwide public network of interconnected computers. If a majority of the qualified electors voting on the proposition approves the new General Plan, it shall become effective as provided by law. If a majority of the qualified electors voting on the proposition fails to approve the new General Plan, the current Plan remains in effect until a new Plan is approved by the voters pursuant to this section. The Council may resubmit the proposed new General Plan, or revise the new Plan as provided by this section for subsequent submission to the voters.

State Law Reference: Adoption and amendment of general plan, A.R.S. § 9-461-06, (Amended by Laws 2000, 4th S.S., Ch. 1, § 2. (Ord. 2001-13, 7/17/01)

DIVISION 10-12-002. AREA PLANS

10-12-002-0001. AREA PLANS:

- A. PURPOSE. The purpose of the area plan is to serve as a concept plan for a particular area in accordance with the authority of ARS Section 9-461.08. By focusing and further defining the goals, objectives, and policies of the General Plan for a smaller geographical or functional area, the area plan is designed to allow the City to more effectively implement the General Plan.
- B. EFFECT OF ADOPTION. Upon the adoption of an area plan in accordance with the provisions of this Division, all development within the jurisdiction of the area plan shall be in accordance with the provisions of that plan, unless the plan is thereafter amended.
- C. ELEMENTS OF AREA PLAN. All area plans shall address at least the following:
 - 1. An identification of the boundaries of the area and the principles used to define those boundaries.
 - 2. A description of the land uses and subarea policies appropriate for the area, including marketing/economic analysis if it is a redevelopment area plan.
 - 3. A delineation of the intensity/density for the area.
 - 4. A description of proposed access and circulation.
 - 5. A description of public facilities necessary to serve the development proposed for the area.
 - 6. A description of the urban design characteristics for the area and development guidelines, including signage and graphics, related thereto.
 - 7. A description of parking and transit coordination.
 - 8. Environmental issues.
 - 9. Maintenance policies.
 - 10. Development covenants and restrictions.
 - 11. Implementation plan and procedures.

D. PROCEDURES FOR ADOPTION/AMENDMENT.

- 1. INITIATION. The preparation of an area plan may be initiated by the Planning Division or by request from the Planning Commission or the City Council.
- 2. PREPARATION OF AREA PLAN. If the preparation of an area plan is requested, the Planning Director shall cause the plan to be prepared in accordance with a schedule to be determined by the City Manager.
- 3. PURPOSE. The purpose of the area plan is to serve as a concept plan for a particular area in accordance with the authority of ARS Section 9-461.08. Upon completion of the area plan, the Planning Division shall review the plan and submit such to the Planning Commission. The plan shall be accompanied by a recommendation regarding whether the plan should be adopted with or without revisions.
- 4. PUBLIC/HEARING/RECOMMENDATION BY PLANNING COMMISSION. Follow the same procedure as per General Plan, Division 10-12-001.

10-12-002-0001

5. PUBLIC HEARING/DECISION BY COUNCIL. Follow the same procedure as per General Plan, Division 10-12-001.

DIVISION 10-12-003. SPECIFIC PLANS

10-12-003-0001. SPECIFIC PLANS:

- A. PURPOSE. The purpose of the specific plan is to carry the area plan concept to a greater level of detail and provide specific regulations and standards to implement the policy regulations contained in the General Plan and an area plan. A specific plan also provides the greatest level of detail regarding a specific geographic area or element of the General Plan, and is authorized pursuant to ARS Section 9-461.08.
- B. EFFECT OF ADOPTION. Upon the adoption of the specific plan in accordance with the provisions of this Division, all development within the jurisdiction of the specific plan shall be in accordance with the provisions of that plan, unless the plan is thereafter amended.
- C. ELEMENTS OF SPECIFIC PLAN. The specific plan may include the following elements:
 - 1. Regulations determining the location of buildings and other improvements with respect to rights-of-way, flood plains, and public facilities.
 - 2. Regulations of the use of land, buildings, and structures, the height and bulk of buildings and structures, and the open spaces about such buildings and structures.
 - 3. Street and highway naming and numbering plans.
 - 4. Measures required to ensure the execution of the General Plan.
 - 5. Other matters, such as the procedures for the administration of the plan.
 - 6. All elements required for area plans per previous Section.

D. PROCEDURES FOR ADOPTION/AMENDMENT.

- 1. INITIATION. The preparation of a specific plan may be initiated by the Planning Division, by request from the City Council, or by a property owner or group of owners of land within the district.
- 2. PREPARATION OF A SPECIFIC PLAN. If the preparation of a specific plan is requested, the Planning Director shall cause a specific plan to be prepared in accordance with a schedule to be determined by the City Manager. If such request is initiated by a property owner or group of owners, a plan may be prepared by the property owner(s) for review and revision by the Planning Division, provided that:
 - a. Such a plan conforms with the General Plan and the elements of this Section and is in a format suitable to the Planning Director.
 - b. The resulting development will be of substantially higher quality than could be achieved under existing zoning categories, in terms of integration of a mix of compatible uses with the surrounding uses.
 - c. The specific plan will be prepared by an interdisciplinary team of qualified professionals including urban planners, architects, landscape architects, market analysts, and engineers.

10-12-003-0001

- d. The site is under single ownership or control and its minimum area is such that a range of uses can be accommodated and well integrated.
- 3. REVIEW AND RECOMMENDATION BY THE PLANNING DIVISION. Upon completion of the specific plan, the Planning Division shall review the plan, if prepared by property owner(s), and submit such plan to the Planning Commission. The plan shall be accompanied by a recommendation regarding whether the plan should be adopted with or without revisions.
- 4. PUBLIC HEARING/RECOMMENDATION BY PLANNING COMMISSION. Follow the same procedure as per General Plan, Division 10-12-001.
- 5. PUBLIC HEARING/DECISION BY CITY COUNCIL. Follow the same procedure as per General Plan, Division 10-12-001.

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